

Schedule 3-7

CRIMINAL JUSTICE COMMISSION LAW ENFORCEMENT TRAINING CENTER

AUGUST 17, 1999

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE NUMBER

3-7

AGENCY, BOARD OR COMMISSION

Nebraska Law Enforcement Training Center

DIVISION, BUREAU OR OTHER UNIT

Nebraska Commission on Law Enforcement

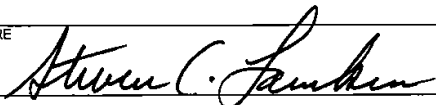
and Criminal Justice

PART I - AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

*



TITLE

DIRECTOR, NE. LAW ENF. TRAINING CENTER

DATE

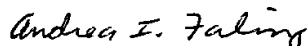
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PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*



STATE ARCHIVIST

DATE

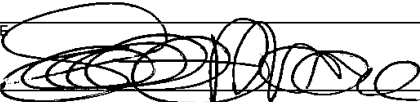
Aug. 12, 1999

PART III - APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

*



ADMINISTRATOR

DATE

8-17-99

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 3-7 – CRIMINAL JUSTICE COMMISSION-LAW ENFORCEMENT TRAINING CENTER

3-7-1 ADMINISTRATIVE FILES

3-7-1-1 ADA (Americans with Disabilities Act) SELF EVALUATION
Dispose of after superseded.

3-7-1-2 DONOR FILE

Gifts and donations to Training Center. May include Mitchie Law books, Jimmy Wilson Fund, swimming pool gift files.

Dispose of when no longer of reference value provided audit has been completed.¹

3-7-1-3 GRANT FILES

Copies of records of grants received from Federal, state, and other agencies. **Original Record File: See Item 3-2-1 in Commission on Law Enforcement and Criminal Justice Retention Schedule.**

Training Center Copy: Dispose of when no longer of reference value.

3-7-1-4 LOST OR STOLEN PROPERTY REPORTS

Original Lost or Stolen Property Report is sent to Department of Administrative Services, Material Division.

COPY: Dispose of 1 year following the end of the fiscal year to which the records pertain provided audit has been completed.¹

3-7-1-5 TRAINING CENTER-OWNED VEHICLES

Vehicle titles.

Transfer with vehicle after vehicle is surplus or salvaged.

3-7-1-6 TRAINING CENTER PROPERTY FILES

Property or structures belonging to the Training Center.

May include: backflow, Warm Slough/Moores Creek Flood Control Project, outside watering concerns, Indoor Firearms Range, gas storage tanks, training tank, blue prints

Retain for the life of individual structure or until superseded, then dispose of.

3-7-1-7 USE OF FACILITY FILE

Dispose of when no longer of reference value.

3-7-2 STUDENT RECORDS

3-7-2-1 BASIC CLASS BOX

Reports, tests and reports, all practical performance material, pictures, student evaluations.

Dispose of after 2 years.

3-7-2-2 BASIC SCHOOL 4 YEAR FILE

May include: medical examination, current health status, CPR certification, driver's license, injury reports, DD-214, Waiver (TC-061), In-Lieu-Of Comp. Exam, In-Lieu-Of-Previous Training.

Dispose of 1 year after graduation.

3-7-2-3 BASIC STUDENT ADMINISTRATIVE FILE

Authority to release information; pre-absence/absentee form, acceptance letter, reports by instructors, violation letters.

Dispose of 1 year after graduation of officer.

3-7-2-4 INDIVIDUAL STUDENT TESTS

May include Supervision, Management, Jail Management Operations and other specialized courses.

Dispose of 1 year after graduation.

3-7-2-5 RESERVE / IN-LIEU-OF SCHOOL ADMINISTRATIVE FILE

Authority to Release Information form. Pre-absence/absentee form, acceptance letter, reports.

Dispose of 1 year after graduation.

3-7-2-6 RESERVE / IN-LIEU-OF SCHOOL 4 YEAR FILE

Medical form, waiver of liability, copy of CPR Card, comprehensive In-Lieu-of Examination.

Dispose of 4 years after graduation.

3-7-2-7 STUDENTS DENIED ADMISSIONS OR SEPARATED FROM BASIC TRAINING

Dispose of after 4 years.

3-7-3 INSTRUCTIONAL FILES

3-7-3-1 INSTRUCTOR EVALUATIONS

Evaluations completed by basic and specialized students on the Training Center instructors for the purpose of instructor yearly evaluations by the Deputy-Director of Training.

Dispose of 15 months after evaluation.

3-7-3- 2 INSTRUCTOR TIME UTILIZATION FORM

Dispose of 1 year after yearly report has been run.

3-7-3-3 SCHOOL LESSON PLANS AND RELATED MATERIALS

May include outlines and handouts.

Original Records: Dispose of 6 years after class is offered.

Electronic Database: Dispose of after 100 years.

3-7- 4 CURRICULUM FILES

3-7-4-1 BASIC / MANDATED CURRICULUM FILES

Describes in detail how many hours of each subject were taught during a school year and supplements the student transcript. Each class starts and finishes under a specific Basic Curriculum.

Retain permanently.

3-7-4-2 COLLEGE CREDIT INFORMATION

Amount of college credit each college will give to officers attending basic training.

Dispose of after superceded.

3-7-4-3 CURRICULUM EVALUATION

Contains curriculum comparison.

Dispose of after superceded.

3-7-5 CERTIFICATION FILE

3-7-5-1 CLASS FILES (FOR ALL BUT BASIC & RESERVE / IN-LIEU OF TRAINING)

Roster of attendees, schedule of classes, test scores.

Dispose of after 3 years.

3-7-5-2 DECERTIFICATION FILE

May include: officer file, court reports, PSAC (Police Standards Advisory Council) Hearing, Crime Commission Hearing, Notification of Decertification.

Dispose of 100 years after Decertification.

3-7-5-3 INSTRUCTOR CERTIFICATION FILES

May include applications to be approved by PSAC and Crime Commission to teach law enforcement courses.

Dispose of 4 years after certification has expired.

3-7-5-4 NEBRASKA CERTIFIED OFFICER FILE

May include personnel change-in-status form, application for training, fingerprint cards, evaluation forms, copy of birth certificate, copy of high school diploma, handgun qualification score, memos, information regarding any disciplinary action.

Dispose of 100 years after certification.

3-7-5-5 NEBRASKA JAILER SCHOOL FILE

May include certificate, evaluation, change-in-status form, injury/medical memos, copy of any disciplinary actions.

Dispose of 10 years after school.

3-7-5-6 NON-CERTIFIED FILE

Files of applicants who applied for training but did not attend training.

Dispose of 1 year after application.

3-7-6 TABE (Test of Adult Basic Education) TEST RECORDS

3-7-6-1 TABE TEST COMPUTER READOUT

Computer generated list printed each year of all students who have taken the TABE Test that year, their scores, and agency for which they took the test.

Dispose of after 100 years.

3-7-6-2 TABE TEST FILES

Alphabetical files of students who have taken the TABE Test, original test forms and result letters.

Dispose of after 1 year.

NOTE

1. These records may be disposed of after the required retention period, provided the audit of the Comprehensive Annual Financial Report(CAFR) is complete and any required federal audit is complete and *all related comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet